

Retirement Rollover Service Procedure for CPAPF93 and BBS Members

If you have an existing pension benefit in one or more Schroders' funds but do not want to redeem the unit holdings at the point of time when you leave your company and exit from CPAPF93 and BBS, you may opt to transfer your vested pension benefits to your personal account[^] with Schroders at **no charge** (hereinafter referred to as 'rollover').

[^] Subject to your vested benefit and Minimum MPF Benefits (MMB) requirement, if applicable, the MMB balance must be preserved in your MPF account. Please check with HSBC Trustees before opening the personal account. Personal account will be subjected to the standard investment management fee and rollover of Schroder ISF Funds will need to switch from C class (institutional class) to A class (retail class). A class is subject to a higher investment management fee than C class. Please refer to the offering documents for further fund details including risk factors, which is available at our website www.schroders.com.hk

Steps and procedures

Step 1:	Download the following forms from Schroders website for completion: <ul style="list-style-type: none">– Schroders Application Form– Schroders Stock Transfer Form– Schroders Subscription and Switching Form– Risk Profile Questionnaire Link: https://www.schroders.com/en/hk/retirement/download-library/literature--forms/
Step 2:	Please call +852 2971 0330 or +852 2971 0331 to make appointment with Schroders for account opening. Address: Level 33, Two Pacific Place, Admiralty, Hong Kong
Step 3:	Please bring along the required documents (listed below) to the meeting.
Step 4 :	After the meeting, please send the Schroder Stock Transfer Form to HSBC Institutional Trust Services (Asia) Limited at the address below for their further handling. Address: HSBC Institutional Trust Services (Asia) Limited Member Services Level 2, Tower 2 & 3, HSBC Centre, 1 Sham Mong Road, Kowloon, Hong Kong <i>Please note the remaining forms and the required documents will be kept by Schroders for personal account opening upon receipt of the completed Schroders Stock Transfer Form. To protect your personal data, Schroders will destroy all the forms and the required documents if the Schroder Stock Transfer Form is not received within 6 months from the meeting date.</i>
Step 5:	When the rollover is completed (approximately 6 weeks after your last day of employment), you will receive a statement of confirmation on the investment units being transferred to your personal account.

Documents required

1. **Completed** forms as shown in **Step 1** above
2. Your **Hong Kong Identity Card** or Passport (if applicable)
3. One **original** address proof within the last 2 months with the full name identical to Hong Kong Identity Card or Passport (e.g. utility bill, bank statement or mobile phone bill)

Important notes

- Rollover service is not available if the applicant is a U.S. person or a Canadian-resident investor (i.e. investors with Canadian residential address) due to fund selling restrictions.
- For accounts registered with a non-HK address, please note that Schroders will not be accepting further top-up investment and fund switching.
- Schroder ISF Global Bond Fund is classified as “complex product”; hence it cannot be roll-over to a personal investment account.
- Rollover is not available for funds that are not authorised by the Securities and Futures Commission in Hong Kong. Please refer to Remark below.

If you have any questions on the above procedure, please call Schroders CX Hotline at (852) 2971 0330 or (852) 2971 0331.

Remarks

Unauthorised funds which are not available for rollover

Multi-Asset lifecycle funds

1. Schroder Strategic Growth Fund (Australian bias)
2. Schroder Managed Balanced Fund (UK bias)

Equity funds & fixed income funds

3. Schroder ISF QEP Global Core
4. Schroder ISF QEP Global Emerging Markets
5. Schroder ISF Emerging Market Bond
6. Schroder ISF – China Local Currency Bond

Important information

This document is intended to be for information purposes only and it is not intended as promotional material in any respect. Investment involves risk and investors may not get back the amount originally invested. Please read the relevant offering document carefully, in particular fund features and the risks involved in investing in the fund. This document has not been reviewed by the SFC. Issued by Schroder Investment Management (Hong Kong) Limited.